

BOARD OF ARCHITECTURAL REVIEW SIGN APPLICATION



The Town of Leesburg

Department of Planning, Zoning & Development

Post Office Box 88

Leesburg, Virginia 20178

T 703.771.2773 F 703.771.2724

DATE STAMP

FOR STAFF USE ONLY

MCPI#

BAR Case No. TLHP— / Meeting Date /

Application received by: At counter ☐ By mail ☐

This application ☐ meets ☐ does not meet the Criteria for Administrative Approval listed in the Guidelines for Signs in the Old and Historic District.

Please complete the following application for a Certificate of Appropriateness (incomplete applications will not be accepted)

Name of Business for which the Signage is being requested

Street Address Suite # (if any) Zip

Name of Business Owner

Principal Mailing Address
(if different from street address) ST Zip

Telephone E-mail Address

Total # of Requested Signs Qty Type of Sign Dimensions
(see the Guidelines for Signs in the Old and Historic District)

Include ten (10) copies of the following information for each sign requested ☐ Scale color illustration of the sign, indicating the material and dimensions ☐ Color chips, if applicable ☐ Scale drawing of the sign's location and method of mounting ☐ Illustration and details of the proposed illumination, if any

Person or company making the sign(s) Telephone

Name of Property Owner Telephone

Principal Mailing Address
ST Zip

Statement of Permission (This section MUST be read and signed before the application will be accepted)

As the ☐ legal owner ☐ legal representative of the owner of the property for which this application is being made, I hereby give my permission to the applicant to install the necessary signage provided it is approved by the Board of Architectural Review (BAR). I hereby certify that the building in which this business is or will be located ***contains or is planned to contain*** ☐ one ☐ two ☐ more than two commercial tenant spaces. I have read and understand that, under the current Guidelines for Signs in the Old and Historic District and the Zoning Ordinance, a building containing more than two tenant spaces is defined as a multi-tenant building. I further understand that new tenants leasing space in multi-tenant buildings are, under the current Guidelines for Signs in the Old and Historic District, limited to the use of a directory sign, unless a Comprehensive Sign Plan for the building has been reviewed and approved by the BAR.

Signature of Property Owner or Owner's Representative

Date

Name of Applicant

Principal Mailing Address
ST Zip

Telephone E-mail Address

Signature of Applicant

Date

Note: The Applicant or an appointed representative must be present at the BAR meeting when this case is discussed
The Certificate of Appropriateness will become void unless this project has commenced within twelve (12) months of the date of approval.

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FEE PAID \$ RECEIPT # BY (\$25 for SIGNS in the Old and Historic District)